

ROUTING AND TRANSMITTAL SLIP		Date
TO: (Name, office symbol, room number, building, Agency/Post)		Initials
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Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

THESE ARE THE STATEMENTS
OF IMSS IMAGE OBJECTIVES
I GAVE TO FRONT OFFICE FOR
THEIR APPROVAL FOR OUR
STAFF LEVEL "IMAGE 86"
EFFORT. KEEP FOR REFERENCE
RELATIVE TO ALLOW DEW/DWG
DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
THEIR APPROVAL/DISAPPROVAL.	Phone No.
10/30/85	
OPTIONAL FORM 41 (Rev. 7-76) Prescribed by GSA FPMR (41 CFR) 101-11.206	

D R A F T

COMMUNICATIONS

Upgrade OL customer services and image through an enhancement of IMSS communications with Logistics Central, with decentralized logistics representatives, and with external components with whom IMSS does business.

Within OL Central

Provide Orientations on:

- The OL Planning Process
- The OL Regulatory Issue Process
- The Property Claims Process
- The Records Management Process
- The CLAS Program
- The On-Going OL ADP Program
- The On-Going Wang Systems Program

Pursue Increased Use of Communications Mediums:

- Logistics Advisory Notices (LAN's)
- D/L Quarterly Presentation

With Decentralized Logistics Representatives

Provide Orientations on:

- Property Claims
- CLAS Program
- On-Going OL-ADP Program

Pursue Increased Use of Communications Mediums:

- Logistics Advisory Notes (LAN's).
- D/L Quarterly Presentations.
- O/L Visitation Program.

With External Components with whom IMSS Does Business

Provide Orientations on:

- Property Claims Process.

Pursue Increased Use of Communications Mediums:

- Continually Enhanced DDA Quarterly Presentations.
- Potential DDA Quarterly Presentations to

- Chiefs of Support
- Other Iterations of Agency as Deemed Desirable

External and Internal to OL

Prepare and Disseminate "OL Yellow Pages"

OFFICE EFFICIENCY

Explore and enhance overall OL administrative effectiveness by establishing, conducting, and monitoring an OIS Information Handling Audit of OL's administrative procedures and practices concerning:

Correspondence flow and document control.
Files management - filing equipment - files disposition.
Machine readable records - micrographics - forms.
Information security classification and vital records.

Objectives of the OIS Information Handling Audit are:

1. To determine the effectiveness of OL's information handling and records management practices.
2. To ensure that these practices are in compliance with Federal law, Executive Order and Agency Regulations.
3. To implement new and revised information handling procedures to improve paper flow and document control.
4. To strengthen records management practices and increase the usefulness of OL record holdings.